



Teaching Excellence and Achievement (TEA) Program & International Leaders in Education Program (ILEP)

Online Application Guide for Applicants












1. Register as a new applicant.

You do not need to finish the application in one sitting. Remember your login information, and you may come back to the application at any time prior to your country specific deadline.

2. The home page allows you to view all of the sections required to submit your application. Please keep track of which of those are complete, in progress, or not yet started.

You must complete each of the application sections in the table below before you can submit your application. To complete each section, click the hyperlinked section name or the pencil icon in the far left column. The status information in the far right column indicates which sections are complete, in progress or not started. You can download a printable version of your application by clicking the "Download Application PDF" link in the gray bar above.

You will not be able to submit the application until your referrer has completed the reference questionnaire. After the reference has been submitted, you must log back in to submit the application using the button above.

Section Name	Instructions	Status
 I. General Information	Supply general applicant information, including name, citizenship, residency, and date of birth.	 In Progress 
 II. Contact Information	Supply detailed phone, email, and address information.	 Complete 
 III. Teaching Disciplines	Supply information about your current teaching assignments.	 Not Started 
 IV. School Information	Supply information about your current teaching position and the makeup and demographics of your school.	 Not Started



3. Go through each section of the application to enter information about yourself.

> **General Information** Application Progress

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First/Given Name* **Middle Name** **Date of Birth*** **Gender***

☐ Male ☐ Female

Family Name/Surname* **Number of years spent teaching (not including student teaching practicums)***

Country of Citizenship* **Have you ever been convicted of a crime?**

☐ Yes ☐ No

**Note: Not all participating TEA & ILEP countries are accepting online applications.*
Please follow the instructions on screen to access the paper application if prompted.*

4. **Section XI. Essay Questions:** Please note that there are multiple components of this section. The Statement of Purpose is the most important part of your application.

	IX. Work History	Please list below your work history for the past five years.	Not Started
	X. Weekly Schedule	List subjects you are teaching during the current academic year.	Not Started
	XI. Essay Questions		
	International Exposure		In Progress
	Classroom Experience		Not Started
	Community Issues		Not Started
	Statement of Purpose		Not Started



5. **Section XII. Institutional Support and Reference Form:** In this section, please download and print the Institutional Support and Reference Form. Your supervisor must complete this form for your application to be considered. Once it is completed, upload an electronic copy to the system. This section is not complete until it is uploaded.

› **Institutional Support and Reference Form**

Application Progress

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On this page there is a link to the Institutional Support and Reference Form. All applicants must include the Institutional Support and Reference Form, which must be completed by your supervisor at the school where you are employed. Please print it out now and give it to your supervisor. An English translation must be provided if the form and reference letter are not written in English. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The reference document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

[Download & Print Institutional Support and Reference Form](#)

Pdf Document

PLEASE NOTE: Depending upon the speed of your Internet connection, it may take up to several minutes to upload your document. You will see a link to your document in the space below once the upload completes.

Browse

Upload

6. **Section XIII. Privacy Policy and Application Certification Statement:** In this section, please download and print the Privacy Policy and Application Certification Statement. Once you sign the form, upload an electronic copy to the system.



IREX ONLINE APPLICATION SYSTEM

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2016-2017 International Leaders in Education Program (ILEP)

› **Privacy Policy and Application Certification Statement**

Application Progress

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On this page there is a link to the Privacy Policy and Application Certification Statement. All applicants must include the Privacy Policy and Application Certification Statement, which must be downloaded and signed. Please upload the completed form in this section. Once the form is uploaded, this section will be marked as complete.

The privacy policy and application certification statement document must be less than 4MB in size and upload to the server in less than 2 minutes. Any upload that takes more than 2 minutes to upload or is larger than 4MB will fail. For best results, please use the smallest possible files that are legible.

[Download & Print Privacy Policy and Application Certification Statement](#)

Pdf Document

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Upload



7. **Section XIV. Supplemental Documents:** If you would like to upload any other documents that you feel strengthen your application, please do so here.

> Supplemental Documents Application Progress ■■■■■

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Only one document may be uploaded at a time. Please wait for confirmation that each document upload succeeded before attempting to upload another document or navigating away from this page.

Action	Supplemental Document	File / Upload	Status
	Other (if available)	Browse Upload	

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8. When you have completed all sections, click “Download Application PDF” to save a copy of your application for your records. Finally click “Submit Application”.

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2015-2016 International Leaders in Education Program (ILEP)

> Participant Application Tasks Application Progress ■■■■■

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	II. Contact Information	Supply detailed phone, email, and address information.	Complete

If you have difficulties with the online application, please email IREX at ilep@irex.org for the International Leaders in Education Program (ILEP) or teaglobal@irex.org for the Teaching Excellence and Achievement (TEA) Program.